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IAC Secretariat : ONE Reading Room;  
printing of NIE drafts and final NIEs —

7 August 1954

MEMORANDUM FOR: Assistant (Administration) to DD/I  
SUBJECT: Annual Management Improvement Report  
REFERENCE: Memorandum from Chief, Management Staff,  
dated 25 June 1954, re subject

1. This Office does not feel that it has a major report to make in this connection. However, in connection with paragraph 4 b of the referenced memorandum, we wish to emphasize the following areas of potential improvement on which we will concentrate during FY 1955:

- a. In connection with the IAC and the major role of O/NE in its work, this Office has assumed the responsibility of the IAC Secretariat. In view of the importance of national intelligence estimates as a responsibility of the IAC, it is believed that centralization of the Secretariat within this Office will provide more efficient operation vis-a-vis the IAC members. The Executive Secretary plans to delegate to the ten subcommittees of the IAC certain administrative and substantive responsibilities specifically relative to their own functions; these subcommittees in turn will channel to the IAC through the Executive Secretary such matters as will properly come before the IAC. Through the services of our recently added Special Assistant for IAC Affairs, it is expected that efficient and orderly liaison can be maintained and constantly improved.
- b. Increasing attention will be paid to the control and screening of intelligence materials coming into this Office. In this connection, we plan continually to review our requirements as levied on the Reading Panel of OGD to insure that only such documents as are useful to our professional personnel are transmitted to O/NE, and, on the other hand, equally to insure that full coverage is maintained.

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- c. A new system of screening within O/NE has been instituted in our Reading Room which serves as reference center. We plan to concentrate on improving this screening during the coming year. It has been designed specifically as a service to the members of the Board of National Estimates who have little time to read, and must have the benefit of some screening process which insures that they see only such documents as are of real value in their current estimative work.
- d. We are now planning a new system for the reproduction of national intelligence estimates. This system is being worked out with the Management Staff, and is expected to result in improved reproduction of papers which are transmitted to the NSC and to the IAC. This system affects only the phases of reproduction which are the responsibility of O/NE and not the final printing stage which is undertaken by the Logistics Office.

Administrative Officer  
Office of  
National Estimates

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